

Obtaining Your Limousine Carrier License and Vehicle Certificates

Who Must Register

A **limousine carrier** is anyone who transports passengers, under a single contract and on a prearranged basis, in a limousine to a specific destination or for a particular itinerary. The term *prearranged basis* refers to the manner in which the carrier dispatches vehicles.

Limousine Carrier businesses based outside of Washington are not required to obtain a Washington State Limousine Carrier License unless their business includes picking up clients in Washington.

Forms to Complete:

- Business License Application.** See *Registrations & Licenses Required* (on reverse) for fees.
- For Hire/Limousine Addendum.** This form certifies that all chauffeurs hired by you meet certain standards.

- A **limousine** is a chauffeur-driven, unmetered, unmarked luxury motor vehicle. A limousine vehicle must meet one of the following definitions:
- Stretch limousine:** An automobile that seats no more than 12 passengers behind the driver and has a maximum wheelbase of 285 inches.
 - Executive sedan:** A four-door sedan that seats no more than three passengers behind the driver and has a maximum wheel base of 114.5 inches.
 - Executive sport utility vehicle:** An automobile that seats no less than three and no more than six passengers behind the driver and has a minimum wheelbase of 116 inches.
 - Stretch sport utility vehicle:** An automobile that seats no more than 14 passengers behind the driver, or a total of 15 occupants including the driver, and has a maximum wheelbase of 325 inches.
 - Executive van:** A van, minivan or minibus that seats no less than seven passengers and no more than 14 passengers behind the driver.
 - Classic car:** a fine or distinctive automobile that is 30 years old or older.

Documentation Needed on Each Vehicle:

- Certificate of Insurance or Bond.** Every vehicle must be covered by either a surety bond or a liability insurance policy. (See example below)
- Vehicle Inspection Report** from the Washington State Patrol. There is a fee of \$25 per vehicle for the inspection report, paid the Business Licensing Service when you apply for your license.
- Vehicle Registration (See example below)

STATE OF WASHINGTON12345B

DEPARTMENT OF LICENSING

VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE

5/25/99

LIC/PLT	ISSUE-DATE	TAB-NO	REG-EXP	VALUE-CODE	DEPRE	MO-REG	MO-GWT
12345B	10/1999	S223344	10/20/2000	24689/1993	1	12	

POWER

USE

MODEL

MAKE

SERIES/BODY

VIN OR SERIAL-NO

RES-CO

INC/UNINC

G

F/H

1993

LINC

CAP4D

1G1WS2D8W193006

17

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9

7

7

7

SCLWT

SEAT

GWT

GWT-STRT

GWT-EXP

FLEET

PREVPL

PREV-TITLE-NO

ST

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26549C

94228622322

WA

COMMENT:
7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE

BRANDS-WA/FORMER EXEMPT
MILEAGE 16579 A

REGISTERED OWNER

LEGAL OWNER

JOHN DOE DBA

JOHN'S LIMOUSINE

122 CENTRAL AVE

ANYWHERE WA 98111

2

CERTIFICATE OF INSURANCE					DATE (MM/DD/YY) 05/12/11	
PRODUCER GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE HOLDER'S POLICY. THIS CERTIFICATE DOES NOT WAIVE, DENY OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED 1 JOHN DOE DBA: JOHN'S LIMOUSINE 122 CENTRAL AVE ANYWHERE WA 98111		COMPANIES AFFORDING COVERAGE A INSURANCE COMPANY B				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIODS INDICATED. NOTWITHSTANDING ANY REQUIREMENTS, TERMS OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY FURTHER, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL EXCLUSIONS AND CO-INSURING OF SUCH POLICIES. LIMITS SHOWN ARE AND BEING REDUCED BY (1) AND (2) ARE						
CO	LN	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY				EACH OCCURRENCE \$
		COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Per one fire) \$
		CLAIMS OCCUR				MED EXP (Per one person) \$
						PERSONAL & ADJ INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS-COMP/OP AGG \$
A		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT
		ANY AUTO				BODILY INJURY (Per person) \$ 100,000
		ALL OWNED AUTOS	R4603348A	12/01/09	12/01/10	BODILY INJURY (Per accident) \$ 1,000,000
		SCHEDULED AUTOS	3	4	4	PROPERTY DAMAGE \$ 50,000
		HIRED AUTOS				
		NON-OWNED AUTOS				
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		ANY AUTO				OTHER THAN AUTO ONLY: \$
						EACH ACCIDENT \$
						AGGREGATE \$
		EXCESS LIABILITY				EACH OCCURRENCE \$
		UMBRELLA				AGGREGATE \$
		OTHER THAN UMBRELLA				\$
		OTHER				
DESCRIPTION OF OPERATION(S)/LOCATION(S)/VEHICLE(S)/SPECIAL ITEMS						
1993 LINCOLN TOWNCAR 1G1VV52D8VV1930006 7						
CERTIFICATE HOLDER				CANCELLATION		
STATE OF WASHINGTON BUSINESS LICENSING SERVICE PO BOX 9034 OLYMPIA WA 98507-9034 8				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILING TO MAIL SUCH NOTICE SHALL IMPROVE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.		
				AUTHORIZED REPRESENTATIVE		

- 1 Owner name must be the same on certificate of insurance and Business License Application.
- 2 Registered owner must be: **owner name, sole proprietor, partner, corporate officer, or LLC member/manager.**
- 3 Include **policy number.**
- 4 **Policy effective & expiration dates** must show current coverage.
- 5 Display **name of insurance company.**
- 6 Minimum combined single limit coverage of \$1,050,000 **OR** split limit coverage of \$1,000,000/\$100,000/\$50,000.
- 7 Insurance certificate must show **year, make and complete VIN#** of each car, which must match vehicle registration certificate.
- 8 **Certificate holder** must be State of Washington, Business Licensing Service, PO Box 9034 Olympia, WA 98507-9034.
- 9 Use class must be **"F/H"**.

See Reverse side for licensing fees and more information.

Registrations & Licenses Required

There are several registrations and licenses required if you are starting a new limousine carrier business.

Limousine Carrier Business License.....	\$40
Vehicle Certificate/Decal.....	\$25 per vehicle
Vehicle Inspection Report Fee..	\$25 per vehicle
State Tax Registration.....	No Fee
Registering Your Business Name as a Trade Name.....	\$5
Business License Application Fee.....	\$15

Your Limousine Carrier Business License and your vehicle certificates must be renewed each year.

Other Requirements You May Need to Know:

Special Needs Vehicle Certificate.. \$25 per vehicle

This certificate authorizes the use of rented or leased vehicles not owned by the limousine carrier business. A separate certificate is required for each rented or leased vehicle operated as a limousine. The certificate may be acquired by a licensed limousine carrier at any time, but the certificate will expire on the expiration date of the current license regardless of the date on which the certificate was issued.

Submit proof of insurance for each rented or leased vehicle with the same liability limits as for a regular certificate.

A rental or lease agreement specifying a rental or lease period of no more than 30 days must be kept in the vehicle.

Change of Vehicle Certificate.....\$20 per vehicle

If you wish to make any changes to a vehicle certificate, you must submit the requested change in writing along with the fee.

Duplicate Vehicle Certificate

To replace a lost or destroyed regular vehicle certificate contact ((360) 705-6744. If you lose or destroy a special needs certificate, you must apply for a new special needs certificate.

Training Course Approval.....\$25

If you wish to provide a chauffeur training course for your employees, you may apply for approval of the training course with the Business Licensing Service.

Applications are available at 1-800-451-7985.

Chauffeur Requirements

A limousine carrier must keep on file and make available for inspection the following information for *each* chauffeur:

- Proof that the chauffeur:
 - Is at least 21 years of age,
 - Holds a valid Washington State Driver’s License,
 - Completed an approved chauffeur training course, and
 - Passed a written examination for the training course:
- The results of a background check performed by the Washington State Patrol; and
- A medical certificate certifying the individual’s fitness to be a chauffeur (a new exam and medical certificate is required every three years).

Advertising

Your Unified Business Identifier(UBI) number must be included on any advertisement for your business.

License and Vehicle Certificate Renewal

The Business Licensing Service will send you a renewal notice about 45 days before your license and certificates expire. To renew, return your renewal notice along with the following for **each** vehicle:

- Annual Vehicle Inspection Report from the Washington State Patrol
- The fees as indicated on the renewal notice.

For Problems and Questions

If you have a problem with or question about your business license, call the Business Licensing Service at 1-800-451-7985.

If you have a problem with or question about your vehicle inspection, call the Washington State Patrol.